

260511/03/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT RANGE MASTER

DEFINITION

Under general supervision, to assist in the operations and use of Police Department small weapons firing range; to maintain and care for firearms and firing range equipment and supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Range Master in that the later class exercises lead direction over the Assistant Range Master class, and has responsibility for the coordination, organization, direction, and supervision of the operations and use of the small weapons firing range.

REPORTS TO: Police Sergeant, or higher level management, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant and lead direction from the Range Master.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Conducts firearms training activities; ensures the overall safety and efficient operation of indoor and outdoor firing ranges; assists in coordinating indoor and outdoor range schedules; assists with joint agency operations at designated outdoor ranges.
- Enforces firing range safety rules and regulations.
- Assists in maintaining indoor range and range equipment and supplies.
- Programs computerized targeting system and assigns users to targets; assists in sighting of firearms and the maintaining of proper firing positions.
- Demonstrates and instructs in the use of a variety of firearms; non-lethal, and chemical weapons, their operation, safety, and tactics; participates in developing new training techniques; conducts remedial shooting classes.
- Assists in administering written and shooting proficiency tests to applicants for permits to carry concealed weapons.
- Maintains complete records on individual shooters for proficiency; provides reports on shooting scores and range activities.
- Inspects, maintains, and repairs firearms including pistols, rifles, and shotguns; assists officers with information and minor problems regarding weapons.
- Assists in maintaining inventory of weapons and ammunition; maintains individual records on each weapon including date of acquisition; officer assigned, and inspections.
- Assists in acquiring, storing, and issuing ammunition; maintains inventory of ammunition and supplies required by different weapon systems.

- Prepares written reports for court and serves as a witness in criminal cases as required; prepares written reports on inspection of all weapons used on officer involved shootings.
- Advises Police Department staff through chain of command on weapon-related matters.
- Participates in maintaining a range vehicle with all necessary equipment and supplies for use at remote outdoor ranges.

QUALIFICATIONS

Knowledge of:

- Operation of outdoor and computerized indoor firing ranges.
- Proper and safe handling of a variety of firearms, particularly those related to law enforcement and crime prevention work.
- Use, maintenance, and storing of explosives and related equipment.
- State and Federal codes and regulations regarding weapons.
- Firearm tactics including sighting and marksmanship techniques.
- Firearms maintenance and repair.
- Principles of training.
- Record keeping methods, English usage, and report preparation.

Ability to:

- Direct and supervise the safe operation of a fire range.
- Instruct in all aspects of proper firearm care, handling, use, safety, and marksmanship.
- Perform a variety of firing range and firearms maintenance and repair work including ammunition reloading, firearm maintenance and inspection, and firing range equipment repair.
- Exercise independent judgement and work with a minimum of supervision.
- Ensure the safe handling and discharge of firearms.
- Understand and carry out oral and written instructions.
- Read and understand the State and Federal Codes, departmental policies, instructions and police literature.
- Communicate effectively orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.
- Computer skills and knowledge related to the most commonly used word processing, databases and organizing software.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of experience in the inspection, maintenance, and care for firearms and/or in the training of others in the operation of weapons. Experience in the operation of a small arms firing range is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain within the one year probationary period, a small arms Instructor's Certificate.

Possession of, or ability to obtain six months of employment, Certificate(s) of Completion from gun-smithing or armorer school(s) sponsored by Smith and Wesson, Ruger, or equivalent school(s) as determined by the arms currently in use by the department.

Possession of, or ability to obtain within six months of employment, a permit to carry concealed weapons.

Possession of a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Range Master

TO: Range Master